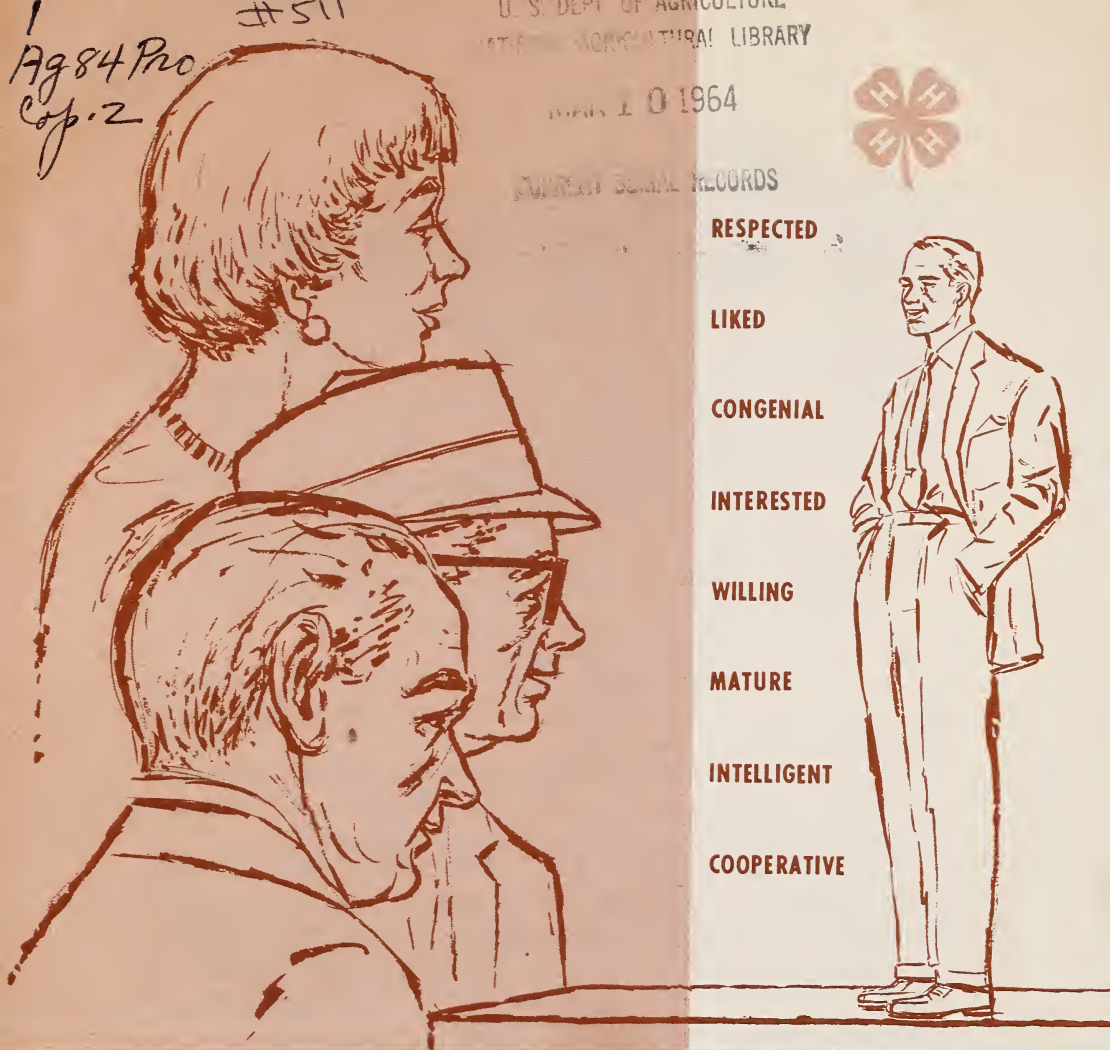


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SELECT THE 4H LEADER for the job

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SELECT THE 4-H LEADER for the Job

V. Joseph McAuliffe
Program Leader, Leadership Development
4-H Club and YMW Division

You, the county extension agent, will learn from census information or a look around you how many boys and girls there are who could benefit from being in a 4-H Club.

But, to get these boys and girls to join and continue to belong to 4-H Clubs, you must have an interesting program. You also need volunteer adult leaders to advise and assist members.

How do you select, place, and retain 4-H volunteer leaders? Studies show about a 50 percent turnover in local 4-H leaders each year. What is the figure in your county and State? More or less than this?

Simply to keep even with this turnover, you have a tremendous job finding, selecting, and placing people in 4-H leadership positions. An expanding program is even more challenging.

Fortunately you have available information and experience to help you. *It is possible* for you to have a continuous, adequate supply of well-equipped volunteer 4-H leaders.

Here are some of the methods you can use to find and hold volunteer leaders:

- Help the community select leaders.
- Define the type of leader needed.
- Know what to look for in a 4-H leader.
- Know where to find such leaders.
- Prepare aids and training programs.



Do you see boys and girls who would benefit from 4-H?

Help the Community Select Leaders

Responsibility for securing adult leadership for the 4-H Club should rest in the community. Parents, boys and girls, civic groups, and interested citizens all need to feel a part of the 4-H Club work in their neighborhood.

Before you ask the community to assume this responsibility, it is important for you to have a well-organized course for prospective or new leaders and other aids for use in this program.

You should try to build community spirit and responsibility and have 4-H leaders who are responsive to their own community and youth needs. Adults selected by the community to be 4-H leaders will feel they owe their allegiance to the community. Establishing community 4-H sponsoring committees or identifying key citizens who have responsibility for maintaining 4-H leadership in the community is an important step in a long-range leadership plan.

You can help the community do the job by—

- providing information about 4-H and its leadership to people who are interested in 4-H;
- servicing the various individuals and groups in the community;

- maintaining good relationships with groups and institutions having an interest in the community and its youth, such as schools, service clubs, and other youth groups; and
- carrying on a continuous information program about 4-H programs and 4-H leadership.

These services will help the leaders see you, too, as a help in strengthening relationships between the community and themselves.

Define the Type of Leader Needed



Let leaders share the job.

We no longer think of *the* 4-H leader. You need several leaders—organizational, project, and activity—in every 4-H Club. You may also need people to assist as *one-meeting* leaders and older boys and girls to be *junior* leaders. Beyond the 4-H Club you need *area* or *county* leaders to help guide and teach other adult 4-H leaders. Members of various committees provide other possibilities for leadership development in the 4-H program.

Recruit for a specific job. Define clearly all the types of 4-H leadership and the relationship between each.

What to Look for in a 4-H Leader

Many studies have been made of the characteristics and traits of leaders. No checklist has been developed that will give you the answer to "who is a qualified leader?" It isn't as simple as that. There are many unseen forces that affect people. As a general guide the following may be helpful to committees selecting an adult to work with 4-H Club members. Look for a person who—

- Is respected and thought of as successful in the community.
- Is liked by children.
- Likes children and can stand to be alone with them.
- If strong in previous point, need not be very community minded.
- Can be timid or shy with adults but not timid with children.

- Although very interested in some aspect of 4-H program, is more interested in boys and girls.
- Believes that he or she has time to do the job.
- Is a mature individual.
- Has education or intelligence at least average for community
- Does not feel that he already knows how to be a 4-H leader.
- Does not need to be a "joiner".
- Is willing and able to leave neighborhood occasionally for training meetings on community or county level.
- Has some self-insight and is somewhat aware of own strengths and weaknesses.
- Can work with adults to the extent of cooperating with parents, other leaders, and extension workers.

Where to Find Such Leaders

You will find that accurate records of 4-H members and leaders are useful when recruiting new leaders. A list of their names will often serve as a source of contact for committees when enlisting 4-H leaders.

People are more interested in being a 4-H leader if the job is well defined, and if the job is not overly burdensome or complex. Agents say "It is easier to get two leaders than one!" This is true. People will do what they think they can do. Many adults do not have the background or enough experience to do all that is necessary to help guide a 4-H Club, teach all the projects young people may want to take, and conduct the various club activities. If you break the various duties down into smaller parts, and people can share the responsibility, the community will find leaders.

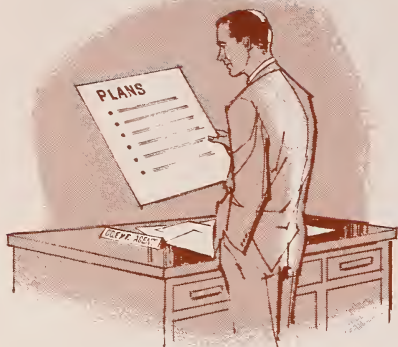
People now have more leisure hours, and more and more of them are accepting leadership responsibilities.



Many have time to serve if asked.

During the 1950's the average American began to have more leisure hours than working hours in his year. It has been estimated that we average about 2,175 hours of "free time" in a year compared to 1,960 hours at paid work. And this doesn't take into consideration the retirement years.

Prepare Aids and Training Programs



Organize your plans.

The success of any plan to recruit volunteer adult 4-H leaders and expand their role will depend on your attitude, ability to plan and manage an effective leadership development program, the aids or tools you provide local people to carry out their responsibilities, and the assistance you plan to give the leader to do the job.

Rely on mass information methods such as radio, TV, press, movies, exhibits, and pamphlets for informing the general public, as well as specific audiences, of the opportunity for adult 4-H leaders in the program.

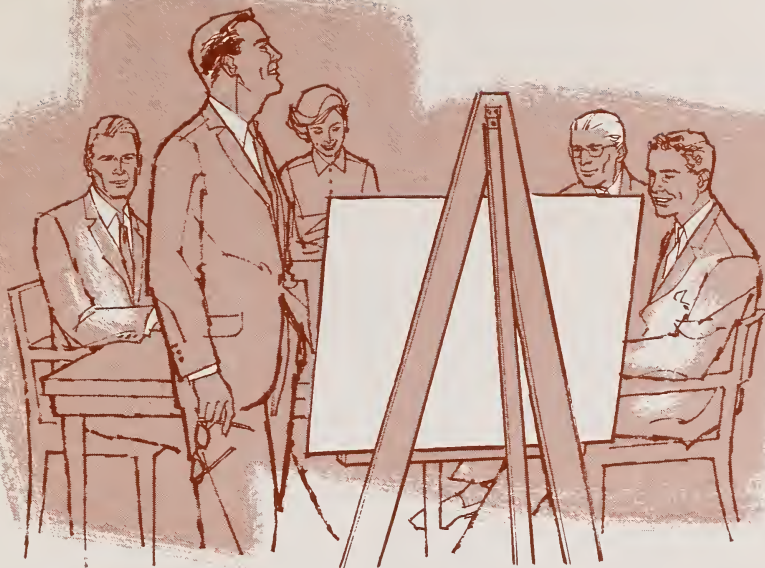
Discovering and selecting leaders will require more definite information about 4-H Club programs in individual communities or neighborhoods. Meetings, direct mail, home visits, and phone calls are most useful here. You can provide local people with the training and tools needed here.

Placing individuals in definite 4-H leadership positions is the final step in the recruitment process. This is where organized local groups to support the community 4-H program are most helpful. They, with training from and consultation with the extension agent can assume responsibility for this step, too.

Training Courses for New Leaders

Organized courses for new 4-H leaders are proving to be very effective in recruitment programs. People soon learn that the course is a place where they will receive help. Using organized courses to help leaders rather than individual home visits will also save you time. They also give the new or prospective leader an immediate relation with other new or prospective leaders.

You will find that most new leaders can attend when you hold courses several times during the year, in different locations, and at different times of the day and week. Nearby counties may want to cooperate with you to expand opportunities for leaders to attend and to take advantage of different agents' special interests and skills.



Training courses.

Most training courses for new or prospective 4-H leaders consist of five to seven meetings each lasting 1 to 1½ hours on a weekly or bi-weekly basis. You should gear the content to the specific role of the new leader but include much of the basic information 4-H leaders need—steps in organizing a 4-H Club; what to do at the 4-H Club meeting; how to work with 4-H Club officers; how to help members plan for the year; use of effective teaching methods; and so on.

You can pinpoint training programs and simplify them so that you can expect certain types of 4-H leaders to participate: New 4-H organization leaders; experienced 4-H clothing leaders; leaders concerned with camping programs, and so on.

You could recognize the leaders who complete these courses by giving them a subscription to "The National 4-H News", a certificate, or other evidence of their having attended most of the sessions.

There should be no lack of adult 4-H leaders in any 4-H program if these suggestions and steps are followed.

Additional help is available from your land-grant college and State 4-H staff.

Useful USDA leaflets: PA-359, Help 4-H Local Leaders; PA-395, Let's Strengthen Our Local Leader Training; PA-460, Develop Leaders in 4-H—Several Kinds; and PA-518, Recognizing and Thanking 4-H Leaders.

CHECKLIST FOR 4-H LEADER RECRUITMENT PROGRAM

	<u>YES</u>	<u>NEED</u>
1. Have accurate information on youth population—numbers, age, interests, where they live, etc.	_____	_____
2. Have well organized 4-H leader education program for each type of leader, especially for new leaders.	_____	_____
3. Have plan and materials to help communities organize support for the 4-H program and secure leadership.	_____	_____
4. Have well defined job descriptions for the several types of 4-H leaders.	_____	_____
5. Have effective program to let people know about 4-H and 4-H leadership needs.	_____	_____
6. Have plan to followup and service leaders recruited so they will have satisfying experience.	_____	_____
7. Am willing and able to release responsibility to local leaders as they are ready to assume ever increasing roles.	_____	_____
8. Provide opportunity for people to move to new and more challenging leadership positions in 4-H, in Extension and in community.	_____	_____

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